

UNCLASSIFIEDApproved For Release 2003/01/24 : CIA-RDP78-05399A000100020005-9  
INTERNAL USE ONLY SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Assistant for Information, DD/A  
Rm 7C18  
Hqs

EXTENSION

NO.

DATE

26 AUG 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED FORWARD

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [redacted]  
Office of Logistics  
Rm 1206, Ames Bldg.

26 AUG 1975

2.

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Attached is the Office of Logistics portion of the initial "DD/A Almanac" which was prepared in December 1974 at the request of the DD/A for his and the ADD/A's use. The purpose of the Almanac is to have useful information about the Administration Directorate immediately available.

We would like to update all the information, with the plan that this second Almanac will be more concise and "polished". The material is forwarded to you for your review and revision, with the following objectives:

1. ensure accuracy, continuity, and clarity of format and contents (abbreviations should be identified the first time used);

2. delete all information not now pertinent;

3. add appropriate information; and,

4. include a date and the proper classification on each document (use discretion concerning inclusion of page numbers and tabs).

It would be appreciated if we could receive your revision by 30 September 1975. Suggest you retain a copy of the material which you send us.

25X1A

Att

AC/DDA  
Extension to 15 OCT 75  
per telecon with [redacted] 25X1A

9/28/75

Statistical Briefing Book\*

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\* Revised February 1975

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PERSONNEL DATA

FY 75 (Continued)

23 October 74

Organizational Changes and Realignment of  
Positions -- No Change in Total Positions

P&PS - Renamed "Information Processing Branch" to  
to "ADP Brnach" to be responsible for management  
and operation of Data Access Center (DAC) in Ames  
Bldg and train/develop input operators for assign-  
ment to DAC and remote terminals in PD and SD/CD

ISD - Reinstated GS-07 Admin Serv Asst position re-  
sponsible for financial and bookkeeping functions  
of Executive Dining Room

PSD - Miscellaneous upgradings with compensating  
downgradings

SD - Reestablished quick reaction purchase facility  
in CD (Small Purchases Branch) similar to former  
Special Projects Branch abolished in May 72

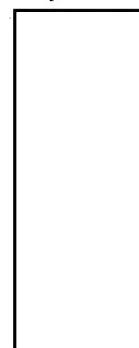
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Gain:

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Transfer of Contract Support Asst position,  
ceiling, and incumbent [redacted] from  
DDS&T/OD&E/Contracts Staff to DDA/OL/SD/CD/  
Small Purchases Branch

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O F F I C E   O F   L O G I S T I C S   B U D G E T

A N D

P R O P E R T Y   P R O C U R E M E N T   A C C O U N T S

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LSD      Each component should define mission  
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and form the program shown  
below. It should be first item  
of each division's input

RESPONSIBILITIES

use Resource Package  
descriptions from  
PG-75  
Program Call

Logistics Services Division is the focal point for:

- a. Administrative supplies and equipment
- b. Local passenger transportation and vehicular maintenance
- c. Mail and courier service
- d. Pneumatic tube system
- e. Building and grounds maintenance
- f. Classified waste disposal
- g. Emergency control center and snow removal
- h. Space planning, design and allocation
- i. Move planning and management
- j. Parking areas -- Headquarters
- k. Executive dining
- l. Day to day liaison with GSA Group Forces, GSI, and vending machine companies
- m. Miscellaneous, i.e., Youth Opportunity Campaign Program; Auditorium (scheduling, equipment, projection technician)
- n. Overseeing cafeteria operations

*Retain, revise and update - each Division should provide  
data on significant production facts.*

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LOGISTICS SERVICES DIVISION

FY 1972      FY 1973      FY 1974      FY 1975

1. Statistics:

a. Bus & Motor Pool Passengers

[REDACTED]

25X9

b. Courier Runs (Regular & Special)

27,601      26,388      22,488      10,097

c.

25X1A

[REDACTED]

25X1A

d. Work Orders Completed

1,839      2,854      2,452      1,075

e. Supplies Issued

Daily:	\$3,319	\$3,731.09	\$4,127	\$4,374
Expendable	\$2,250	\$2,404.24	\$3,561	\$4,027
Non-expendable	\$1,069	\$1,326.85	\$ 566	\$ 347

f. Carpets

Installed	15,115	10,406	2,994	5,987
(sq.yds.) New	6,470	6,105	2,467	4,743
Replacement	8,645	4,301	527	1,244

g. U.S. Incoming Mail (no. of pieces)

474,541      412,983      344,472      199,681

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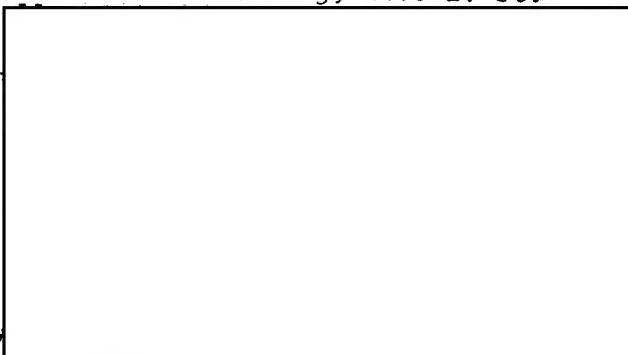
Approved For Release 2003/01/24 : CIA-RDP78-05399A000100020005-9  
10 February 1975

AGENCY LOCATIONS IN  
METROPOLITAN WASHINGTON

Responsibilities of Logistics Services Division

<u>Location</u>	<u>Net Square Footage</u>
1. Headquarters Building	1,030,514
2. Printing Services Building	50,838
3. Headquarters Garage	13,878
4. Ames Center Building, Rosslyn	126,020
5. Key Building, Rosslyn	106,768
6. Magazine Building, Rosslyn	75,915
7. Chamber of Commerce, Arlington, Va.	100,430
8. Central Building, 2430 E. St.	19,030
9. East Building, 2430 E. St.	8,497
10. South Building, 2430 E. St.	43,953
TOTALS	2,300,327

25X1A



TOTALS

NOTE: The above figures were extracted from 2 January 1975 CRAMS.

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\* [redacted] not in CRAMS, verified by RECD/OL  
 \*\* Includes acquisition of 6th floor space currently under construction.

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*update and use in previous  
page*

*O/Sel*  
*0//*

January 1975

Metropolitan Area Space by Component

DCI	-	[Redacted]
DD/I	-	[Redacted]
DD/O	-	[Redacted]
DD/A	-	[Redacted]
DD/S&T	-	[Redacted]

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Note: The above figures reflect gross square footage assignments by components as reflected in the 2 January 1975 CRAMS Report.

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revise & condense  
of "one liners"  
sheet

PRINTING SERVICES DIVISION

2/7/75

1. Printing Plants:

New Main Plant	50,725 sq. ft.	(Main Printing Plant)
Hqs. Ground Floor	5,890 sq. ft.	(General Printing Plant)
Hqs. Seventh Floor	2,508 sq. ft.	(Special Printing Plant)
Hqs. Ground Floor	2,489 sq. ft.	(Graphics & Visual Aids)

2. Equipment on Hand: FY 74 - 2.88 million

*Change in inventories to value*

Replacement Schedule

1974 - \$ 161,225

1975 - \$ 504,000

1976 - 1979 - \$ 352,000 Annual Average

3. EPIC - Electronic Processing of Intelligence Composition

*Review production statistics to page 8*

Computer-Assisted Photocomposition

Current Use - Since the National Intelligence Survey has been phased out, other applications have been made of the EPIC system and now includes a significant number of DDI and DDS&T type publications. However, PSD is in the process of procuring systems which will obsolete the EPIC system. (See Paragraph 6)

<u>Statistics</u>	<u>FY 1973</u>	<u>FY 1974</u>	<u>1/2 FY 1975</u>
a. Printed Impressions	102,523,876	89,124,600	38,648,909
Plates Made	187,810	190,792	102,128
Microfilm Exposures	3,125,000	3,148,000	3,260,352
Photo Processing	795,289	794,000	438,448

b. Printed Impressions by Plant Facility for 1/2 FY 1975

	<u>Number</u>	<u>Percentage</u>
General Printing Plant	6,656,999	17
Special Printing Plant	9,175,265	24
Main Printing Plant	<u>22,816,645</u>	<u>59</u>
Total:	38,648,909	100

5. PSD Printing and Photographic Capabilities:

"Customized Printing and Photographic Services" -- PSD has a wide range of highly skilled craftsmen and the equipment necessary to fulfill the Agency's present requirements in typesetting, letterpress, offset printing and all phases of photography.

6. Programmed Acquisitions (FY 1975): January - June

	<u>Cost</u>
a. High speed computer-assisted photocomposer STATSPEC to support the [redacted]	\$160,000
b. A computer driven automated text editing and composition system.	180,000
c. One Davidson Perfector offset press with roll converter	17,000

7. Future Requirements:

- a. Warehouse adjacent to PSD Main Printing Plant.
- b. A centralized Xerox 1200 computer printing system.

- ( c. Full implementation of a Management Information System (MIS).
- d. Expand micrographic capabilities through the acquisition of more sophisticated equipment and the staffing of a second shift.
- e. High speed envelope press.

8. Miscellaneous Notes:

Over 580 tons of 200 kinds of paper are used each year.

PSD provides on-site technical support to Headquarters and field components in all phases of micrographics.

*out  
Agree*

DISTRIBUTION OF POSITIONS BY FUNCTION

DECEMBER 1974

<u>FUNCTIONAL TITLE</u>	<u>NUMBER</u>
1. Division Management and Administration	
2. Main Printing Plant Operations	
3. Photographic Laboratory	
4. Plant Services	
5. General Printing Plant Operations	
6. Special Printing Plant Operations	
7. Graphic Services	
STATSPEC	TOTAL

\* Includes  positions

25X9

NOTE:

There are approximately 37 different skills, such as compositors, pressmen, bookbinders, photographers, etc., in the various operating units of the Printing Services Division.

PRINTING SERVICES DIVISION, OL

*Agel*

QUESTIONS: Are there programs being considered which will provide better services and more production with present facilities and staffing?

ANSWERS : (1) Agency publishers are emphasizing more speed in the production of all publication as a routine policy. In order to be more responsive to the publishers need, the feasibility of a third shift for the main plant is under study. Also, several items of equipment are under consideration as a method of satisfying these requirements.

(2) The increased use of process color illustration in Agency publications has exceeded the effective capabilities of the present equipment. Methods of automating essential processes are being investigated, looking toward acquisition of the proper equipment ( especially a color enlarger or a scanner for screen separation) to meet present and future process color requirements. Also, the proper equipment will reduce PSD costs and production through-put time.

(3) A method whereby Agency publishers can interact with a computer assisted text-editing photographic composing system in Headquarters Building is being developed. With reduced staffing complement already experienced in both PSD and publication branches, automation for input, formating

and page layout will permit PSD to continue to meet expanding production requirements.

(4) PSD emphasizes the importance of keeping abreast of technological advances in the printing industry through study of trade journals, participation in industry-wide professional and trade seminars, visits to other printing establishments, visits to manufacturing firms, and evaluation of new equipment presented in trade shows and private showings. Specific programs are developed for exploitation of new techniques and equipment whenever they represent any improvement in existing practices and justified by Agency printing requirements.

QUESTIONS: Please relate the state of Agency printing and photographic capabilities with that of GPO and large commercial facilities?

ANSWERS : The CIA's printing and photographic technology compares favorably with that of the GPO and large private commercial plants.

The Agency facility is more responsive in terms of speed and versatility than either GPO or most commercial operations due mainly to PSD's mission and policy of providing high quality products with fast turn around time as a support function to a captive (security) customer. Since Agency components have no alternative other than PSD in obtaining classified printing, PSD must be in a position to meet different requirements which originate throughout the Agency. PSD printing and photographic functions cover the entire printing and photographic spectrum including letterpress and offset printing, computer-assisted

photo-typesetting, and a complete photographic and motion picture capability. This array of functions operating as an intergrated unit is not available at GPO or any known commercial facility. As to the technical qualifications of PSD employees, there are many who have spent a lifetime in the industry and who have acquired a reputation as experts in fields such as; computer-assisted photo typesetting, hyphenless justification and composing, micrographics, and continuous tone offset printing. As an adjunct to this, PSD has a staff of printing/photography specialists whose function is to provide management with the data necessary to assure that PSD is taking advantage of the current state of the art.

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PART IV PROCUREMENT METHODS

25X1  
1. Requirements and availability of necessary funds are established by operational and technical components, or by Supply Division of OL based on experience of issues from stocks. The following methods of procurement are employed, based upon [redacted] requirements, complexity of contract negotiation, dollar value, and physical location of the vendor:

- a. Overt Agency order/contracts
- b. Classified order/contracts denying Agency interest
- c. Over the counter purchases
- d. Purchases [redacted]
- e. Orders placed on military stocks (MILSTRIP) and on GSA stocks (FEDSTRIP)

25X1A

[redacted]  
[redacted]  
25X1

25X1A

2. Authority to procure non-stock and low dollar value items through Imprest Funds is delegated to appropriate locations throughout the Agency. Other requests to exceed procurement authority established by regulation, or on a one-time basis, are considered and coordinated by the Procurement Division or the Director of Logistics.

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*retain, simplify*

*Break down into*

*one liners,  
statistical data*

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OFFICE OF LOGISTICS

REAL ESTATE AND CONSTRUCTION DIVISION

*Ogma*

A. GENERAL

1. The Division provides technical guidance and support in the (a) acquisition of real property by construction, purchase, lease, or assignment, and (b) maintenance, modification, and disposal of real property, including

25X1C

[redacted] With the establishment of the OL Building Planning Staff (BPS) in June 1972, the Division's scope of activities has been enlarged to include BPS activities such as long-range planning for new facilities, development of Headquarters Master Plan, liaison with National Capital Planning Commission, etc. Present BPS objectives involve the recruitment of five professional engineers and architects to address and develop the necessary programming and implementation of a new building program at the Headquarters site.

2. Engineers and realty officers are trained under the project officer concept. They have a key responsibility to ensure that projects are executed economically and on a timely schedule consistent with operational needs of the user and in conformance with regulations and pertinent procurement policies. Three engineering students are being utilized by the Division under the Co-op Program; one is assigned to the Headquarters Engineering Branch, and two are assigned to the Field Engineering Branch.

3. The Division is prepared to execute customer requirements through in-

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4. In addition to the Division personnel stationed overseas, assistance from Headquarters is supplied upon request, amounting to 529 man-days to overseas [redacted] locations in calendar year 1974. (437 man-days were provided for overseas support [redacted])

25X1

25X1 [redacted]

5. The Division is continuing its efforts in evaluating and monitoring pollution abatement requirements and initiating corrective actions that are feasible. A Logistics Instruction (LI 46-16) has been written entitled "National Environmental Policy Act Proposed Procedures for Implementation." The LI was published in the Federal Register, Vol. 38, No. 220 - Thursday, 15 November 1973. Its publication, in effect, invites comments from other Government agencies and the public. Subparagraph 3b cites the responsibilities of the Division in the implementation program.

6. Major joint CIA-GSA addition, modification, and utilities system projects recently completed or underway at the Headquarters compound include:

a.	Emergency Power Generators - 2,500 and 250 Kilovatt with associated mimic bus	\$1,000,000
b.	Expansion of Electrical Equipment in B Vault	918,000 (est.)
c.	Third Chiller for Carrier Room	450,000
d.	Uninterruptible Power System + Batteries + Installation for OJCS, OC, ISG/IP	710,000
e.	Utility Status Panels for OJCS	30,000
f.	HVAC Study & Improvements, Utilities Systems Reliability Study	463,000
g.	Headquarters Garage	1,284,000
h.	[redacted]	415,000
i.	New Computer Room (Project ORACLE)	180,000

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7. Major construction programs [redacted] that are in the

25X1

planning stage and have not been funded to date:

25X1A a. [redacted] Plan for Future Facilities Cost Not Developed  
25X1A b. [redacted] Master Plan for Future Facilities \$8,482,000

8. Status reports on design and construction are received by the Division from the following sources:

[redacted]	Quarterly
[redacted]	On Demand
[redacted]	On Demand
[redacted]	Quarterly
[redacted]	Quarterly
[redacted]	On Demand
[redacted]	Monthly

25X1A

STATSPEC

Ad hoc reports are received from various other stations such as [redacted] Office of Communications, Office of ELINT facilities [redacted] etc.

25X1A

9. Design and Construction Projects as of 31 December 1974.\*

Number

25X1A

[redacted]
------------

25X1C

[redacted]
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## PROGRESS SUMMARY

## MAJOR OL/RECD. PROJECT

31 December 1974

Headquarters Complex

Page 1 of 2

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES. & CONS)	CONSTRUCTION SCHEDULE START AUTH.	COMPLETION
Expansion, Electrical Vault "B" DDA/OL	\$535,000	GSA	\$918,000	March 75 (Estimated)	April 76 (Estimated)
CJCS, CC, & ISG/IP UPS System DDA/OL	\$470,000	HEB	\$470,000	June 74	March 76
Headquarters Garage 25X1 DDA/OL	\$1,284,000	GSA	\$1,284,000	April 73	May 75 (Estimated)
	\$415,000	GSA	\$415,000	January 75	October 75
DDA/OL					
Headquarters HVAC Study and Improvements DDA/OL	\$463,000	GSA	\$564,000	June 72	June 75 (Estimated)
Cooling Tower Modifications DDA/OL	\$25,000	GSA	\$25,000	February 75	April 75
C Vault Expansion DDA/OL	Planned	GSA	\$500,000 (Unfunded)	Indefinite	December 76 (Desired)
UPS Battery	\$130,000	Agency	\$130,000	October 74	January 76

REC'D  
RUCD UNIT

PROGRESS STATUS WORK / REC'D. PROJECTS

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31 December 1974

Headquarters Complex

Page 2 of 4

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES & CON)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Project SAFE Installation of Specialized Computer Facility	DDA/OL	Planned	GSA/CIA	\$2,188,150	Indefinite
Utility Tunnel	DDA/OL	Planned	GSA/CIA	\$1 - 2 Million	Indefinite
PSD Sprinkler System	DDA/OL	GSA Funds	GSA	\$115,000	September 74
Data Grid Installation Under Value Engineering Contract	DDA/OL	NA (Ongoing Cont.)	CIA	\$60,000	January 71
Cat. I HVAC	DDA/OL	\$67,766	GSA	\$67,766	May 75
Powerhouse - Mimic Bus	DDA/OL	\$171,975	GSA	\$171,975	March 70
IPS Installation	DDA/OL	\$110,000	HEB	\$152,000	September 74
					January 76

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## PROGRESS SUMMARY

31 December 1974

MAJOR OL/RECD PROJECT  
 Metropolitan Area  
 (Except Headquarters Complex)

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPV'L AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ. COST (DES.&CONS.)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Relocation of OTS OTS/DDS&T	25X1A \$117,500	None CIA	\$80,000	November 73	June 75
Key Building - 11th Floor Mini Computer Installation STATSPEC		GSA	\$117,000	December 74	June 75
6th Floor 25X1A Renovation of USGS Space NPIC/DDS&T	\$100,000 (Design Only)	GSA	\$3,768,000	January 75	July 76

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Energy Conservation Program  
Headquarters Building Compound

Overall Reduction in Kilowatt Hours

	<u>KW Hours FY 1973</u>	<u>KW Hours FY 1974</u>	<u>Percent Reduction in FY 1973</u>	<u>KW Hours FY 1975</u>	<u>Percent Reduction From FY 1973</u>
First Quarter	28,050,500	26,191,900	6.6	19,579,400	30.0
Second Quarter	20,878,800	16,988,600	18.6	14,981,100	28.2
Third Quarter	17,926,200	13,806,600	23.0		
Fourth Quarter	21,940,200	17,236,500	21.4		
Total Reduction	88,795,700	74,223,600	16.4		

Lighting Fixtures Eliminated

	<u>Total Lights</u>	<u>Eliminated</u>	<u>Percent Reduction</u>
Headquarters, PSD Building	38,466	9,593	25.0
	1,004	292	29.1
Total Reduction	39,470	9,890	25.1

Overall Reduction in Fuel-Oil Consumption

	<u>Gallons FY 1973</u>	<u>Gallons FY 1974</u>	<u>Percent Reduction in FY 1973</u>	<u>Gallons FY 1975</u>	<u>Percent Reduction From FY 1973</u>
First Quarter	362,337	315,890	13.4	182,680	49.6
Second Quarter	680,389	475,980	30.0	249,446	63.3
Third Quarter	802,023	508,640	36.6		
Fourth Quarter	381,141	282,050	26.0		
Total Reduction	2,225,890	1,580,560	29.0		

This is an LSD report

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